



VICTIM COMPENSATION AND GOVERNMENT CLAIMS BOARD

JOB OPPORTUNITY

ACCOUNTING TECHNICIAN
REVENUE RECOVERY AND ACCOUNTING DIVISION
PERMANENT/FULL-TIME
\$2,465.00 - \$2998.00

POSITION SUMMARY

Under close supervision of the Accounting Administrator II in the Accounting Section, the Accounting Technician performs a variety of technical accounting duties involving the processing and maintenance of financial records and transactions in the areas of accounts payable, accounts receivable, cashing.

ESSENTIAL FUNCTIONS CAN INCLUDE THE FOLLOWING:

(Duties will be further clarified in the duty statement for the position the candidate is selected for.)

- Monitor the function of the California Department of Corrections (CDC) Restitution Collection Program;
- Respond to various telephone and written inquiries from CDC staff, victims, and offenders regarding CDC restitution accounting collections;
- Maintain offender restitution payment tracking files;
- Participate in the preparation, maintenance and verification of accounts payable and accounts receivable;
- Maintain various ledgers, registers and journals according to established account classifications;
- Audit and process all Travel Expense Claims for Board staff;
- Receive, log and distribute various checks such as travel advance, travel expense, CDC, Restitution checks, 10% Rebate Program checks; Expedites, Funeral Burial, checks to claimants, Provider Training and Vendor checks;
- Receive and process emergency expedite requests for income support, funeral burial expenses, domestic violence relocation expenses, etc.
- Process warrants that are returned as undeliverable;
- Coordinate the Board's Employee Public Transit Program;
- Act as parking coordinator for Board staff parking in State run facilities and provide parking information to all Board staff.

DESIRABLE QUALIFICATIONS

- Knowledge of generally accepted accounting principles.
- Basic principles and practices of governmental accounting and financial record keeping.
- Modern office procedures, methods, and computer equipment.
- Personnel computer applications and programs, such as Microsoft Word and Excel.
- Record keeping practices and procedures.
- Principles of business mathematics.

WHO MAY APPLY

Current Accounting Technicians or individuals eligible for appointment (transfers, list eligibility, reinstatements) to this classification may apply. **In addition to their application, candidates must submit a current resume and cover letter explaining their eligibility and their interest in this position. Applications will be screened and only the most qualified will be interviewed.**

****POSITION SUBJECT TO SROA AND RE-EMPLOYMENT LIST POLICIES AND PROCEDURES****

SUBMIT APPLICATION AND RESUME TO

Victim Compensation and Government Claims Board
Attn: Phyllis Perez/Human Resources Section
P.O. Box 48
Sacramento, CA 95812-0048
(916) 324-8986

Final Filing Date:
December 10, 2004

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

Training and development assignments may be considered for most positions.

California Relay Service:

Voice line: 1-800-735-2922

Position Number: 040-5xx-1741-001/002

TDD User: 1-800-735-2929

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